

**PLANNING AND ZONING APPLICATION  
CITY OF WEST FARGO**

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision (Replat)
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Right-of-way Dedication	<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Right-of-way Vacation	<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> PUD Amendment	<input type="checkbox"/> Simple Lot Split	<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Minor PUD Modification	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Retracement Plat	<input type="checkbox"/> Subdivision (Original)	<input type="checkbox"/> Zoning Amendment (Ord.)

FEE \_\_\_\_\_ APPLICATION # \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Property Description: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Describe Briefly the Reasons for Request: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

Estimated Date of Planning & Zoning and City Review: \_\_\_\_\_

**Signature** \_\_\_\_\_

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

## Procedure for Provisional Use Permits

### City of West Fargo, North Dakota

**Notice to applicants:** The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay your request.

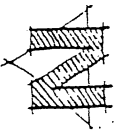
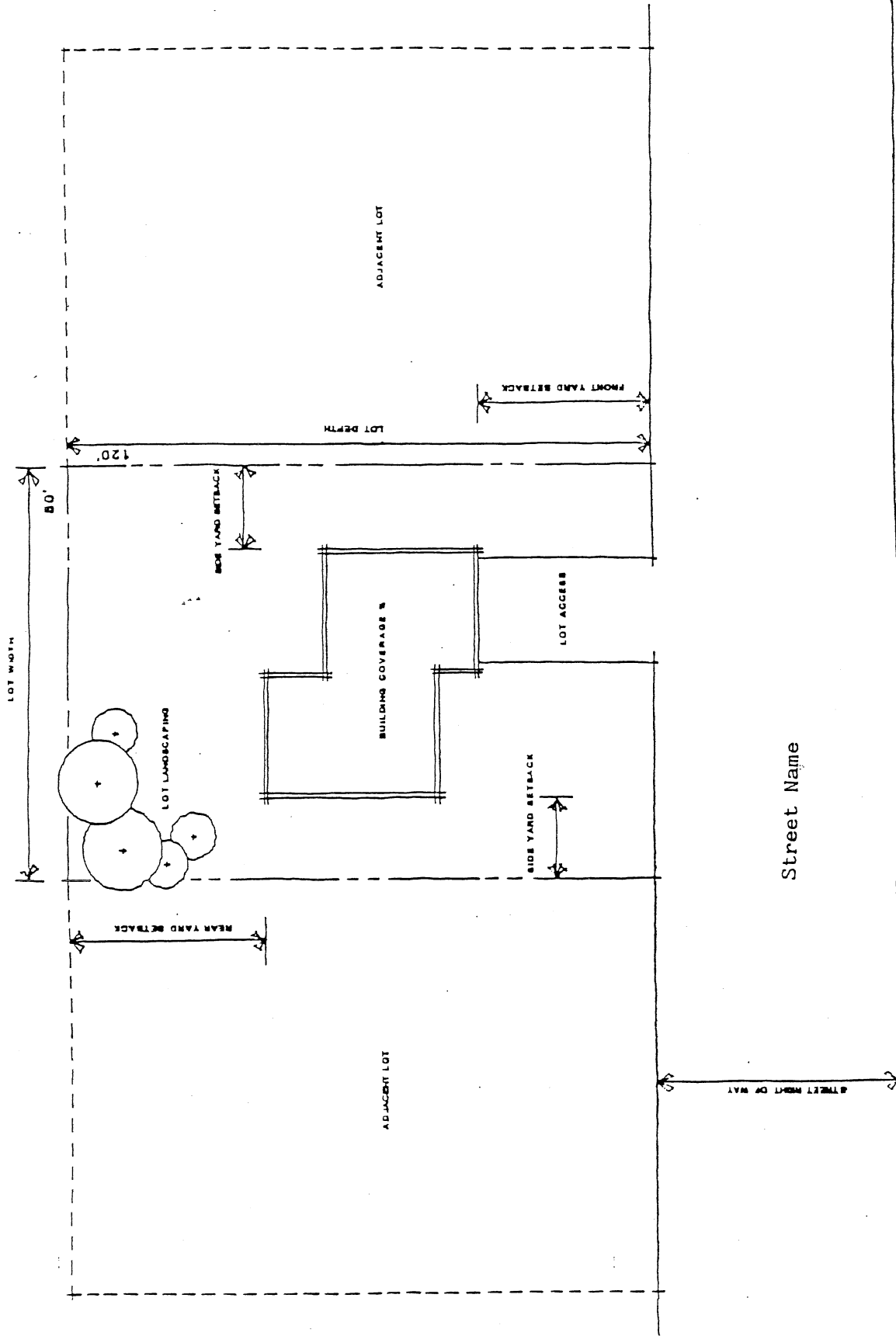
1. Confer with City Planning Office to ensure that request complies with Zoning Ordinance and City Plans. \_\_\_\_\_
2. Complete application and pay fee (application and fee must be submitted to Planning Office). \_\_\_\_\_
3. Site plan prepared and submitted to Planning Office. **See attachment for site plan requirements.** \_\_\_\_\_
4. Administrative review completed by Planning Office. \_\_\_\_\_
5. Planning Office may approve or deny request based on Zoning Ordinance Requirements. \_\_\_\_\_
6. If request is denied by the Planning Office or if adjoining property owners submit written opposition, the request shall be appealed to the Planning & Zoning Commission, unless the application is withdrawn by the applicant. \_\_\_\_\_
7. Application is forwarded to the Board of Adjustment for consideration, unless the application is withdrawn by the applicant. \_\_\_\_\_
8. Board of Adjustment considers request, with any necessary conditions. \_\_\_\_\_
9. Applicant complies with conditions as set by Board of Adjustment. \_\_\_\_\_
10. Planning Office issues Provisional Use Permit. \_\_\_\_\_

Approximate time for approval – 1 to 4 weeks.

**Site Plan Requirements**  
**City of West Fargo**

1. Name of applicant; name of subdivision;
2. Shall be drawn in ink at a scale of 1" = 100'.
3. North point and date.
4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
5. Existing and proposed street names to include street right-of-way widths.
6. Means of ingress and egress to lots.
7. Existing and proposed building on each lot to include all yard setback distances.
8. Approximate square footage of each building.
9. Existing and proposed berm/landscaping/screening locations.
10. Existing and proposed location of sidewalks, if any.
11. Provision for off-street parking, snow storage and garbage removal.
12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
13. Proposed fence locations, if applicable.
14. Any other information which will explain or support your request.

# SITE PLAN



NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SUBMISSION NAME: \_\_\_\_\_